



DEPARTMENT OF PERSONNEL

**209 E. Musser Street
Carson City, Nevada 89701-4204
(775) 684-0150; Fax (775-684-0124**

PUBLIC NOTICE

**PERSONNEL COMMISSION AGENDA
Meeting of November 8, 2005**

LOCATIONS

Legislative Building: Room 4100, 401 South Carson Street, Carson City
Grant Sawyer Building: Room 4412, 555 East Washington Avenue, Las Vegas (via video conference)

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call To Order - 8:00 A.M.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284
 - A. Revised Regulations Proposed for Permanent Adoption
 - Sec. 1 NAC 284.097 "Reviewing officer" defined
 - Sec. 2 NAC 284.116 Computation of time
 - Sec. 3 NAC 284.313 Limitation of competition in recruitment; applications
 - Sec. 4 NAC 284.374 Active lists: Removal and reactivation of names; refusal to consider certain persons
 - Sec. 5 NAC 284.470 Preparation, filing and discussion of reports; duties of employees; requests for review; grievances
 - B. Changes Resulting from a Comprehensive Review of the Regulations Pertaining to the 'Attendance & Leaves' section
 - Sec. 1 NAC 284.255 Holidays: Holiday pay
 - Sec. 2 NAC 284.5231 "Care" defined
 - Sec. 3 NAC 284.524 Workweeks and workdays; periods for rest and meals

IV. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

B. Changes Resulting from a Comprehensive Review of the Regulations Pertaining to the 'Attendance & Leaves' section (cont'd)

Sec. 4	NAC 284.5255	Time sheets
Sec. 5	NAC 284.538	Annual leave: Long-term employees
Sec. 6	NAC 284.5385	Annual leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability; computation; part-time employees
Sec. 7	NAC 284.539	Annual leave: Written request; approval or denial; authorized use
Sec. 8	NAC 284.5405	Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer
Sec. 9	NAC 284.542	Sick leave: Part-time employees
Sec. 10	NAC 284.544	Sick leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability; computation
Sec. 11	NAC 284.546	Sick leave: Unused credit
Sec. 12	NAC 284.548	Sick leave: Repayment of benefits upon reinstatement of dismissed employee
Sec. 13	NAC 284.551	Sick leave: Credit upon rehiring, reemployment or transfer
Sec. 14	NAC 284.552	Sick leave: Service in provisional, special disabled, emergency or temporary status; seasonal employees
Sec. 15	NAC 284.558	Sick leave: Illness in employee's immediate family
Sec. 16	NAC 284.568	Sick leave: Placing employee on sick leave
Sec. 17	NAC 284.575	Catastrophic leave: Interpretation of certain statutory terms
Sec. 18	NAC 284.576	Catastrophic leave: Use and administration; appeal of denial
Sec. 19	NAC 284.578	Leave of absence without pay
Sec. 20	NAC 284.5811	Family and medical leave: Maximum amount in 12-month period; eligibility
Sec. 21	NAC 284.582	Civil leave with pay to serve on a jury or as a witness
Sec. 22	NAC 284.586	Civil leave with pay to vote
Sec. 23	NAC 284.589	Administrative leave with pay
Sec. 24	NAC 284.5895	Computation of leave for exempt classified and unclassified employees
Sec. 25	NAC 284.594	Unauthorized absences

IV. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

B. Changes Resulting from a Comprehensive Review of the Regulations Pertaining to the 'Attendance & Leaves' section (cont'd)

Sec. 26 NAC 284.598 Breaks in continuous service

Regulations from 'Attendance & Leaves' Proposed for Repeal

Sec. 27 NAC 284.5236 "Intermittent leave" defined

NAC 284.5238 "Reduced leave" defined

NAC 284.590 Employees required to report absences

C. Changes Resulting from a Comprehensive Review of the Regulations Pertaining to the 'Disabilities Related to Work' section

Sec. 1 NEW "Work-related injury or occupational disease" defined

Sec. 2 NAC 284.010 Definitions

Sec. 3 NAC 284.095 "Reemployment" defined

Sec. 4 NAC 284.182 Adjustment and retention of pay progression date;
restoration of date of appointment and pay progression date

Sec. 5 NAC 284.282 Longevity pay: Particular circumstances

Sec. 6 NAC 284.444 Adjustment of probationary period

Sec. 7 NAC 284.5405 Annual leave: Credit upon reinstatement, rehiring,
reemployment or transfer

Sec. 8 NAC 284.551 Sick leave: Credit upon rehiring, reemployment or
transfer

Sec. 9 NAC 284.598 Breaks in continuous service

Sec. 10 NAC 284.600 Definitions

Sec. 11 NAC 284.6002 Physical assessments

Sec. 12 NAC 284.6004 Temporary assignment: Conditions for offer; termination;
additional assignments

Sec. 13 NAC 284.6008 Temporary assignment: Location; jurisdiction of
appointing authority; effect of jurisdiction of another
appointing authority

Sec. 14 NAC 284.6012 Temporary assignment: effect of family and medical
leave

IV. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

C. Changes Resulting from a Comprehensive Review of the Regulations Pertaining to the 'Disabilities Related to Work' section (cont'd)

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| Sec. 15 | NAC 284.6013 | Determination of date on which employee sustained permanent disability related to work |
| Sec. 16 | NAC 284.6014 | Eligibility of employee with permanent disability for reemployment |
| Sec. 17 | NAC 284.6015 | Risk management division to provide certain information regarding permanent disability of employee to department of personnel and appointment authority |
| Sec. 18 | NAC 284.6019 | Limitations on eligibility for reemployment of person with permanent disability |

Regulations from 'Disabilities Related To Work' Proposed for Repeal

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| Sec. 19 | NAC 284.6006 | Temporary assignment: Compensation; effect of duties assigned |
| | NAC 284.601 | Temporary assignment: Accommodation of limitations or restrictions on employee's ability to work; duties of appointing authority; requirement of medical examination under certain circumstances |
| | NAC 284.6016 | Family and medical leave for certain disabled employees |

D. Changes Resulting from a Comprehensive Review of the Regulations Pertaining to the 'Separations from Service' section

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| Sec. 1 | NAC 284.076 | "Permanent employee" defined |
| Sec. 2 | NAC 284.374 | Active lists: Removal and reactivation of names; refusal to consider certain persons |
| Sec. 3 | NAC 284.444 | Adjustment of probationary period |
| Sec. 4 | NAC 284.602 | Resignations |
| Sec. 5 | NAC 284.611 | Separation for physical, mental or emotional disorder |
| Sec. 6 | NAC 284.614 | Layoffs: Procedure |
| Sec. 7 | NAC 284.618 | Layoffs: Voluntary demotions |
| Sec. 8 | NAC 284.626 | Layoffs: Notice |
| Sec. 9 | NAC 284.630 | Layoffs: Reemployment |
| Sec. 10 | NAC 284.632 | Layoffs: Calculation of seniority |

V. *Approval of Proposed Class Specifications

- A. Conservation Camp Manager/Supervisor series
- B. Chief, Hydrology Section
- C. Deputy Administrator, Emergency Management
- D. Emergency Management Programs Manager

VI. *Approval of Occupational Group Study Revised Class Specifications

Engineering & Allied occupational group

- 1. Subgroup: Engineering
 - a. Administrator, Professional Engineer series
 - b. Manager, Professional Engineer series
 - c. Professional Engineer series
- 2. Obsolete Class to be Abolished

Engineering Services Coordinator

VII. *Individual Classification Appeals

- A. Jeanne Ohlson, Administrative Assistant III
University Police Services, University of Nevada, Reno
- B. Judy Larquier, Administrative Assistant III
Business & Industry, Western Nevada Community College

VIII. Special Reports

IX. Comments by the General Public

X. Select Date for Next Quarter Meeting

XI. *Adjournment

**Indicates agenda items scheduled to be voted on by the Personnel Commission.*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.

THIS NOTICE HAS BEEN POSTED AT THE FOLLOWING LOCATIONS:

Nevada Personnel Department web site: <http://dop.nv.gov/meetings-agendas.html> **Meeting & Agendas**

CARSON CITY

- Blasdel Building
- Legislative Building
- Public Employees Retirement System
- State of Nevada Employees Association

LAS VEGAS

- Grant Sawyer Building
- University of Nevada, Las Vegas
- Southern Nevada Adult Mental Health Center